

**NAVOSH PROFESSIONAL DEVELOPMENT CONFERENCE
NAVFAC SAFETY MANAGERS' MEETING
7 FEBRUARY 2000, 1:00 – 5:00 P.M., MARRIOTT V
NORFOLK WATERSIDE MARRIOTT HOTEL, NORFOLK, VA**

Meeting Minutes

1. The NAVFAC Safety Managers' meeting was held in conjunction with the 8th Annual NAVOSH Professional Development Conference. Doug Craddock, Acting Safety and Health Director, NAVFACHQ, opened the meeting by welcoming all attendees and thanked them for their participation. Mr. Craddock announced that Joe Gott had been selected as the new Safety and Health Director but had yet assumed his new position. He also announced realignment at NAVFAC HQ with the Safety and Health Office moving from the Engineer Operations Group to the Environmental Directorate. Doug then discussed NAVFAC's revised Safety and Health Program Manual (NAVFACINST 5100.11J) which was signed 18 January 2000 and NAVFAC's Command Inspection Schedule (NAVFACNOTE 5040 FAC IG dated 1 October 1999). He handed out copies of these and indicated NAVFACINST 5100.11J is also available on the NAVFAC Safety and Health web site. Doug had attendees introduce themselves. The [meeting agenda](#) was reviewed and Mr. Craddock requested attendees verify the [attendee sign-in sheet](#) contact information and complete any missing information. Chris Chaffin, of the NAVFAC Facilities Safety and Health Support Office, announced he had copies of the latest OSHSYS CD, FY 2000 NAVOSH Planner, and the Electrical Field Safety Guide – first come, first served. During the course of the meeting the following areas were discussed and actions assigned:

Areas of Interest	Discussion	Additional Information/Action Required
Hazard Abatement (HA) Project Management Program on the Web	John Bodi of the NAVFAC Facilities Safety and Health Support Office introduced the Hazard Abatement (HA) Project Management Program on the Web initiative and discussed the concept behind the application. The existing HA Project Management Program uses Microsoft Access to track HA project submissions and status. This system is being modified and placed on the NAVFAC Safety and Health web site. Bruce Crowder of American Management Systems Inc. provided an overview of the new system. He discussed the functional levels (roles) within the system (Activity, Claimant, HA Regional Manager, and HA Program Administrator) and the actions available (submit, review, and manage). Each user will have a User Name, a Password, and a Role. Mr. Crowder described the process flow, current status of the application, and upcoming events. These events include formal testing, functional acceptance testing, and integration of the application with the NAVFAC Safety and Health web site. Application is expected to be on-line in March 2000. He asked for volunteers to	Presentation: HA Presentation Action Required: - Perform Beta testing of HA application in March, 2000 - HA regional managers and Lyrita Gochenoeur.

	Beta test the application around the first of March. Beta testers will be regional HA managers and Lyrita Gochenoer.	
New Indefinite Quantity (IQ) Contract for HA Fall Protection Projects	Ed Estes of NAVFAC LANTDIV discussed a proposed IQ contract for HA Fall Protection Projects. If created, anyone in Navy with fall protection project needs could use this IQ contract to access fully qualified fall protection engineers. Mr. Estes is still in the information gathering phase. On 8 February 2000 he was scheduled to meet with Basil Tominna, NAVFAC's fall protection POC, to discuss options. There are still a lot of questions.	Action Required: None assigned. Subsequent discussions at the HA Project Managers mtg. on 10 Feb 00 determined that an IQ contract would not be pursued at this time.
New Contractor Ergonomics Reviews for East Coast HA Issues	Gary Hamilton of PWC Washington discussed the NAVFAC Ergonomics Program. He indicated he was also speaking on behalf of Cathy Rothwell, the West Coast Ergonomics Program Manager. Mr. Hamilton said their mission is to develop an ergonomic hazard risk assessment methodology for use in prioritizing projects and justifying allocation of money for intervention. This process will include identification of Navy processes to be evaluated for ergonomic risks, site visits, recommendation of interventions, and evaluation of activity ergonomic training programs. He showed the proposed FY00 site visits and revisits schedule for both east and west coast. Lessons learned will be posted to the CNO (N454) and NAVFAC Safety and Health web sites. Focus will be on industrial processes rather than administrative areas. Mr. Hamilton indicated NAVFAC ergonomic personnel are involved in several other initiatives including review of the proposed OSHA ergonomics standard and providing representation on DOD and Navy committees dealing with ergonomics.	Presentation: NAVFAC Ergonomics Program Action Required: None assigned.
Revised Accident Reporting Process for Contractor Mishaps	Shelia Davidson of the NAVFAC Facilities Safety and Health Support Office stated that reports from the Facility Accident and Incident Reporting (FAIR) database are the official navy reports of contractor mishaps and are only releasable outside of NAVFAC by NAVFAC HQ SF/SF4. While there have been several changes in the reporting requirements over the last year, the basic process remains the same. Ms. Davidson discussed the handout and stressed that the information entered into the FAIR	Handouts – NAVFAC Contractor Mishap Reporting Process Guidelines Executive Summary for Serious Mishaps (Sample) Action Required: - Attendees review proposed guidelines and provide comments to Ms.

	<p>database should be based on the investigation conducted by a Navy representative. While the contractor will continue to investigate his mishaps and provide the Contracting Officer with a Contractor Significant Incident Report (CSIR), or equivalent form, it is the Contracting Officers responsibility to conduct the Navy's investigation of the mishap and enter the appropriate data into the FAIR database. The Contracting Officer will use the contractors' CSIR report as one piece of information in his investigation of the mishap. The biggest change in the reporting process is there are no longer separate written reports required for serious and high visibility mishaps. All serious and high visibility mishaps will continue to be investigated by the EFD/EFA Construction Safety Manager or Cognizant Safety Manager but the investigator will prepare his report via FAIR, including an executive summary, photos, and other attachments as deemed necessary. The new FAIR program has been revised to accommodate attachments, photos, etc., to allow users more flexibility.</p> <p>Ms. Davidson distributed the NAVFAC Contractor Mishap Reporting Process Guidelines and requested attendees provide comments by 3/9/00. These guidelines will be posted on the NAVFAC Safety and Health web site once revised.</p>	<p>Davidson by 3/9/00.</p> <ul style="list-style-type: none"> - Ms. Davidson to review comments for incorporation into guidelines and post finished product on NAVFAC Safety and Health web site.
FAIR Database Update	<p>Mr. Bruce Crowder of AMS Inc. discussed the status of modifications to the FAIR database. FAIR provides a single user interface accessible through a web browser for activities to submit contractor and electrical mishap reports. The current FAIR application on the NAVFAC safety and health web site is being enhanced to provide additional data entry, reporting, and security functionality. Mr. Crowder explained the new process flow as follows:</p> <ol style="list-style-type: none"> An activity submits a Contractor Significant Incident Report (CSIR) via FAIR. The activity's EFD/EFA/Cognizant Safety Manager is notified of the CSIR submission. The activity's EFD/EFA/Cognizant Safety Manager reviews the CSIR, completes the management review section of the CSIR, and approves/disapproves the CSIR. 	<p>Presentation: Fair Presentation</p> <p>Action required:</p> <ul style="list-style-type: none"> - AMS to complete updates to FAIR, test system and provided to the NAVFAC Facilities Safety and Health Support Office by 3/1/00 - Ms. Davidson and Mr. Chaffin to conduct functional test starting 3/1/00. - AMS to make corrections and post new FAIR program on the NAVFAC Safety and Health web site.

	<p>d. At any time (based on their role), an activity, EFD/EFA/Cognizant Safety Manager, and/or the FAIR Administrator can:</p> <ul style="list-style-type: none"> • Review a CSIR • Update a CSIR • Generate reports on CSIRs <p>e. The FAIR Administrator can:</p> <ul style="list-style-type: none"> • Create user accounts • Assign user roles • Maintain the application's reference data <p>Ms. Davidson and Mr. Chaffin will be the FAIR administrators. Mr. Crowder then discussed the current status of the application and upcoming events. The application is being prepared for formal testing. Functional acceptance testing will be done by the FAIR administrators. The application will be delivered to the NAVFAC Facilities Safety and Health Support Office on 3 March 2000.</p>	
Contract Man-Hour Reporting on the Web	<p>Ms. Davidson and Mr. Crowder discussed the new contract man-hour reporting process. Currently, Ms. Davidson captures contract man-hour information manually on a quarterly basis and enters them into a spreadsheet. Quarterly and annual reports are produced. To improve the reporting process a web version has been developed. The web site will provide the capability to submit the required data electronically. In addition, real time reports will be available to users, therefore, quarterly reports will no longer be issues.</p>	<p>Action Required:</p> <ul style="list-style-type: none"> - AMS to complete development of the web program and reports. - Ms. Davidson to conduct functional test. - AMS to make corrections and post on NAVFAC Safety and Health web site NLT 3/30/00. - Ms. Davidson to issue e-mail notification to users. - All users to begin using the new system as of 3/31/00.
Design Issues Lessons Learned on the Web	<p>Ms. Davidson and Mr. Crowder discussed the NAVFAC Facility Design Issues Database. Ms. Davidson stated that this database program was developed to provide a tool for designer as well as OSH professionals. In addition, it will provide a tool for customer feedback on safety design issues after BOD. The application will provide an online "lessons learned" repository of design issues related to Navy facilities and will be accessible via the NAVFAC Safety and Health Website's Design Safety web page. The database will allow searching by facility type and/or hazard category. Hyperlinks will provide the ability to view a particular design issue</p>	<p>Presentation: NAVFAC Facility Design Issues Database</p> <p>Action required:</p> <ul style="list-style-type: none"> - AMS to complete design of database. - Ms. Davidson to conduct functional test. - AMS to make corrections and post on NAVFAC Safety and Health web site. - Ms. Davidson to issue e-mail notification to users. - System Safety

	detail page. The database will be populated primarily by NAVFAC System Safety Engineers/Design Engineers, but any NAVFAC Safety and Health web site user will be able to add a record as long as the required fields are completed.	Engineers/Design Engineers to conduct site visits and populate database.
Contractor Cranes - Base Entry Procedures - Contracting Officer and Base Responsibilities	<p>Mr. Dave Decker and Mr. Glen Green from the Navy Crane Center discussed issues related with the use of cranes aboard Navy shore activities by contractors. Mr. Decker discussed several incidents involving contractor cranes. Mr. Green addressed changes to NAVFAC P307 involving contractor crane operations including:</p> <ul style="list-style-type: none"> • Language to be included in contracts. • Certificate of compliance from the contractor that the cranes and rigging gear meet applicable OSHA standards. • Trained, certified operators. • Critical lift plans. • Incorporation of requirements from Army Corps Of Engineers Safety Manual (EM-385-1-1) and NAVFAC Guide Specification NFSG-01525. • Pre-lift inspections by contractors. 	<p>Presentation: Contractor Cranes on Navy Sites</p> <p>Contractor Cranes 1</p> <p>Contractor Cranes 2</p> <p>Contractor Cranes on Navy Sites</p> <p>Handout: Part I – The Schedule, Section H – Special Contract Requirements</p>
Electrical Operations – Contractor vis PWC Mishaps/Lessons Learned	Mr. Bill Garrett of LANTDIV discussed electrical operations involving contractors and/or PWC personnel. He discussed several mishaps and lessons learned and showed actual photos of field deficiencies.	<p>Presentation: Electrical</p> <p>Handout: Hazards of Working Electrical Equipment Hot</p>
OSHPIP for 2001	Mr. Doug Craddock stated OSHPIP FY2000 has been signed and will be posted on the NAVFAC Safety and Health web site. Attendees were encouraged to take a look at it before beginning their FY01 OSHPIP as the format is slightly different from past years.	
Federal Worker 2000 Presidential Initiative	Mr. Craddock discussed the Federal Worker 2000 Presidential Initiative. OSHA will be tracking performance at the agency level for Navy and Marine Corps and at 11 activities that had Lost Time Case Rates at least twice the Federal agency average for FY1997. Mr. Craddock distributed copies of DON's FECA Chargeback Correction Instructions and reminded attendees of the need to ensure that cases they have on their compensation rolls actually belong to them. The instructions detail the procedures to correct various types of data.	<p>Handouts: DON FECA Chargeback Correction Instructions.</p> <p>FY00 1st Qtr performance of Navy and the 11 targeted activities.</p>

<p>Inspections: IG/PR&MS/OSHME/ Assist Visits</p>	<p>Mr. Craddock distributed copies of NAVFAC's inspection schedule (NAVFAC NOTICE 5040) and indicated that EFD assist visits will occur at approximately mid-cycle of the IG. Focus of IGs will be:</p> <ul style="list-style-type: none"> • Did you correct identified deficiencies? • Self-assessments. • Program improvement plans. Did you do what you said you were going to do? <p>NAVFAC Facilities Safety and Health Support Office will also look at PWCs at Guam, Yokosuka and Pearl Harbor with an emphasis on construction and work site safety and NAVFAC mission-related functions.</p>	<p>Handout: Naval Facilities Engineering Command Inspection Schedule (NAVFACNOTE 5040 FAC IG dtd 1 October 1999)</p>
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Mr. Craddock adjourned the meeting at 1700.